

DEPARTMENT

results
minneapolis

Fire Department

2016

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Guiding Articles

MOTTO

Serving the Community – Enriching the City.

VALUES

MFD's core value is professionalism which is the collective personalities and shared values of its members: Integrity, Compassion, Service, Honesty and Stewardship. These values set the standard by which we perform our duties and achieve our goals to meet or exceed the expectations of those whom we serve. Our values are in alignment with all of the City of Minneapolis Values and have a departmental emphasis on:

Community Focus: Actively engage residents in dialogue, share information and initiate prevention services to effectively minimize risks to life, property and the environment.

Standard of Excellence: The pursuit of excellence and high professional standards is vital to our success and is achieved in our organization through;

- Skills training.
- Instilling a value of life-long learning.
- The development of leadership traits.
- Ensuring a focus on wellness, health and safety.

Diversity: Continue building a more culturally diverse workforce. Additionally, we are committed to developing a greater respect, appreciation and understanding of the diverse cultural population we serve through community engagement, education, compassionate quality service, mutual respect and adapting to the ever-changing needs and challenges of our community, our organization and the environment.

Leadership, Teamwork and Ethics: The pursuit of engaged and positive formal and informal leadership is vital to our success and is achieved in our organization through;

- Teamwork in both emergency and the day-to-day work.
- Treating each other and the people we serve respectfully, humanely, professionally, and honestly.
- All of our actions and deeds should withstand any and all public scrutiny.

DEPARTMENT VISION

The Minneapolis Fire Department is committed to:

- Innovation and service.
- Education and excellence.
- Enhancing and protecting the quality of life in Minneapolis.
- Meeting the changing needs of our community.
- Being recognized as leaders in fire and life safety services.

DEPARTMENT MISSION

Members of the Minneapolis Fire Department are thoroughly trained and ready to protect lives, property and the environment by rapidly responding to emergencies and hazardous situations. We are committed to prevention by proactively working with the community to reduce risk to life, property and the environment.

Department Character and Environment

BUSINESS LINE DESCRIPTIONS

The Minneapolis Fire Department maintains a state of readiness in order to:

1. Respond to minimize loss of life or property and environmental impact

- Provide Emergency Medical Services (EMS), Fire suppression, Specialized Rescue and Hazardous Material mitigation for anyone who lives in, works in or visits our city 24 hours per day, 7 days a week.
- Provide Regional Emergency Service support to others needing help, including deployment of Hazard Incident Management Team (HIMT) and Minnesota Task Force One (MNTF1—a State asset of specially trained personnel in technical rescue), for natural disasters, homeland security, emergency preparedness, high impact incidents, as well as fulfilling our mutual aid and automatic aid agreements.

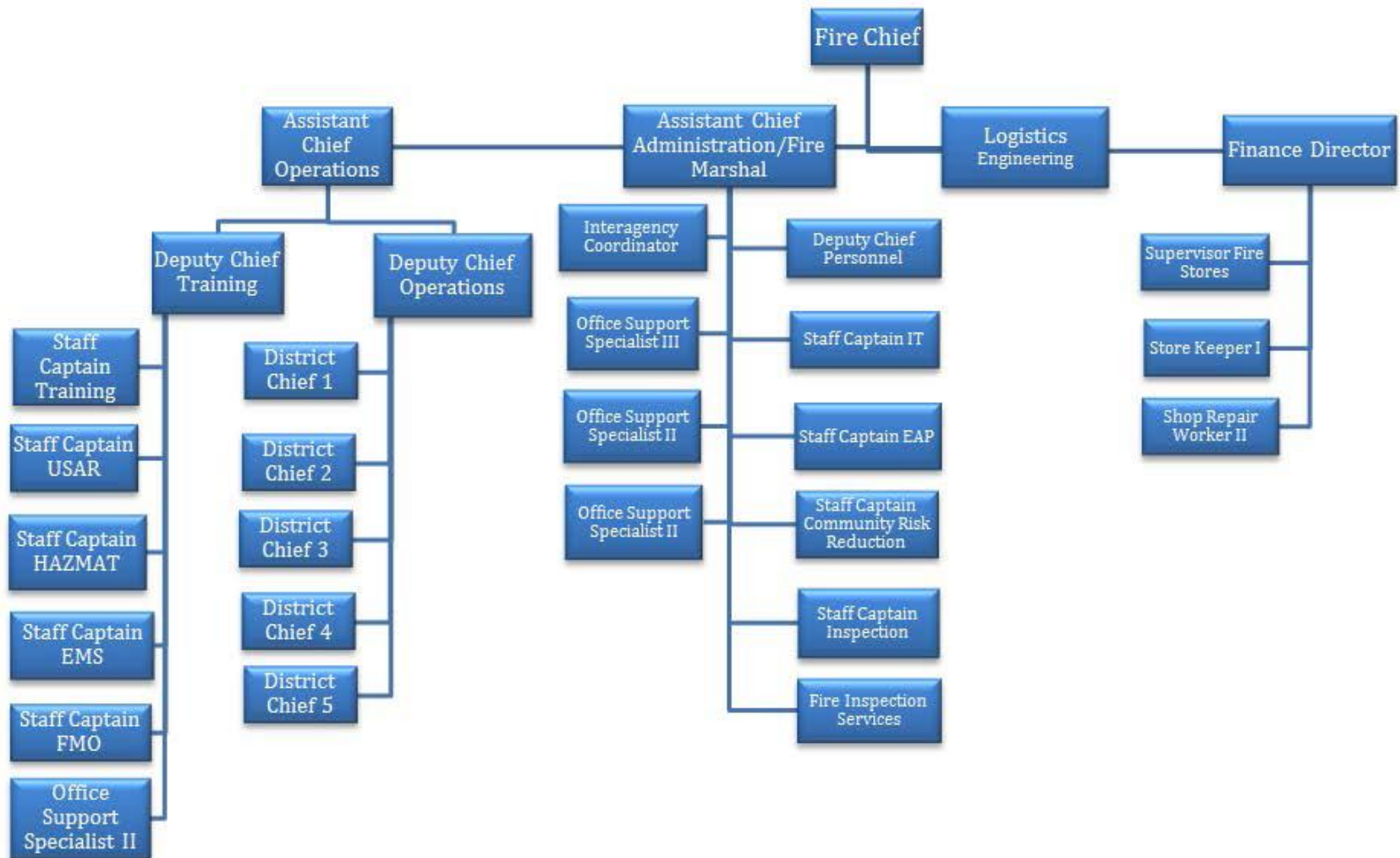
2. Promote prevention/community risk reduction by proactively working with and in the community to support changes to help preserve life, property and the environment

- Utilize our positive professional reputation to build lasting connections with residents and businesses throughout the community to foster safety education such as:
 - Arson Prevention - Safety Awareness School Programs, - Emergency Evacuation Plans and Drills - Public Service Announcements - Community Outreach Programs (e.g. smoke detector give away, blood pressure screening, etc.).
 - Conduct building familiarizations of high hazard properties and high risk hazardous materials facilities.

MANDATED SERVICES

- Respond to minimize loss of life or property and environmental impact.
- Promote prevention/community risk reduction by proactively working with and in the community to support changes to help preserve life, property and the environment.

Organizational Chart





Fire Department: Results Minneapolis Reports

Successes

- ▶ **One Minneapolis:** pathway and explorer programs offer an alternative to the hiring process, which are critical for increasing diversity in the department.
- ▶ **A City that Works:** expanding training and development opportunities for the department are critical for addressing the City's changing needs, and for employee retention by providing a roadmap for their career with the department.
- ▶ **Valuing Employees:** physical and psychological well-being are critical to success within the department. Focusing on health and wellness initiatives have contributed to a reduction in injuries and paid sick time.
- ▶ **Living Well – Minneapolis is Safe and Livable:** the department met and exceeded the National emergency response time standards; and, increased distribution of smoke/CO detectors in high risk areas.

Challenges

- ▶ **Living Well – Minneapolis is Safe and Livable:** the department is working to keep pace with the City's steadily growing population and subsequent emergency call rate.
- ▶ **Valuing Employees:** firefighting is dangerous work; the department has developed initiatives to reduce time lost due to injuries.
- ▶ **One Minneapolis:** despite recognition as an industry leader, the department has designed strategies to increase and maintain diversity within the Fire Service.

Future Challenges

- ▶ **A City that Works:** the Fire Service is changing; research and strategizing are necessary to maintain an appropriate level of service for the City.
- ▶ **Living Well– Minneapolis is Safe and Livable:** increased downtown living density, and freight and oil traffic through the region necessitate changes to the response models, staffing and/or rig placement to handle new risk.

Minneapolis Fire Department Career Pathways Programs: Overview

High School

Coursework

High School EMS Program:
Two-year EMT Training at
Roosevelt and North High
Schools

Supplementary

Skill Practice

Fire Explorers Program
Hands-on training and skill practice
to support EMT training

Post-High School

Certificate

EMT Pathways Academy
12-Week Paid EMT Internship

The Minneapolis Fire Department is committed to ensuring our firefighters reflect the diversity of our community. By giving young people and those with traditional barriers to employment exposure to and experience in this work. These programs are expected to have an impact on the future composition of the MFD.

These programs aim to reach the MFD's goals of increasing racial diversity from 32% to 35%, and gender diversity from 16% to 18% by 2017.

Minneapolis Fire Department Career Pathways Programs: Achievements

	EMT Pathways	Pathways Academy	Explorer Program
Overview	Two year program for 11th and 12th graders and currently being offered at Roosevelt and North High Schools. Students take courses including Medical Terminology and Anatomy in their Junior year to prepare for the EMT course their Senior year.	Post high school 12-week paid internship that gives participants an opportunity to earn college credit and complete first steps in EMT/Fire certification.	Post high school hands-on career exploration and leadership development program. The program is designed to spark an interest in the Fire and Emergency Service fields through community service activities, day-to-day firefighting operations, and leadership development skills.
Enrollment	16 students participated in 2015	25 students (of 151 applicants)	<i>Unknown, first year of program</i>
Demographics	>90% people of color >50% female	72% people of color >50% female	<i>Unknown, first year of program</i>
Outcome	The course provides a diverse group of high school students with the training necessary to become an EMT by the end of the two year program.	Upon completion of the program, graduates are eligible to earn the National EMT certification, college credits, and job competency training.	Scheduled to begin June 2016 The program is in its first year. The program seeks to continue to create employment and learning opportunities for communities underrepresented in the Fire Service.

A City that works: Training and Development

- ▶ **A City that Works:** expanding training and development opportunities for the department are critical for addressing the City's changing needs, and for employee retention by providing a roadmap for their career with the department.

MFD developed extra training opportunities to feed directly into requirements outlined in the MFD succession plan.



National Fire Academy and consortium training

Educational Partnerships with Columbia Southern University and Waldorf University to pursue Fire Science and related degrees at a discounted rate

Formal Leadership Training (*Provided for all Fire Officers in 2015*)

A City that works: Training and Development

- ▶ **A City that Works:** expanding training and development opportunities for the department are critical for addressing the City's changing needs, and for employee retention by providing a roadmap for their career with the department.

Minneapolis Fire Department Succession Plan

Every person's path is different and each person's individual experiences, training, and education equally contribute to their ability to do their job.

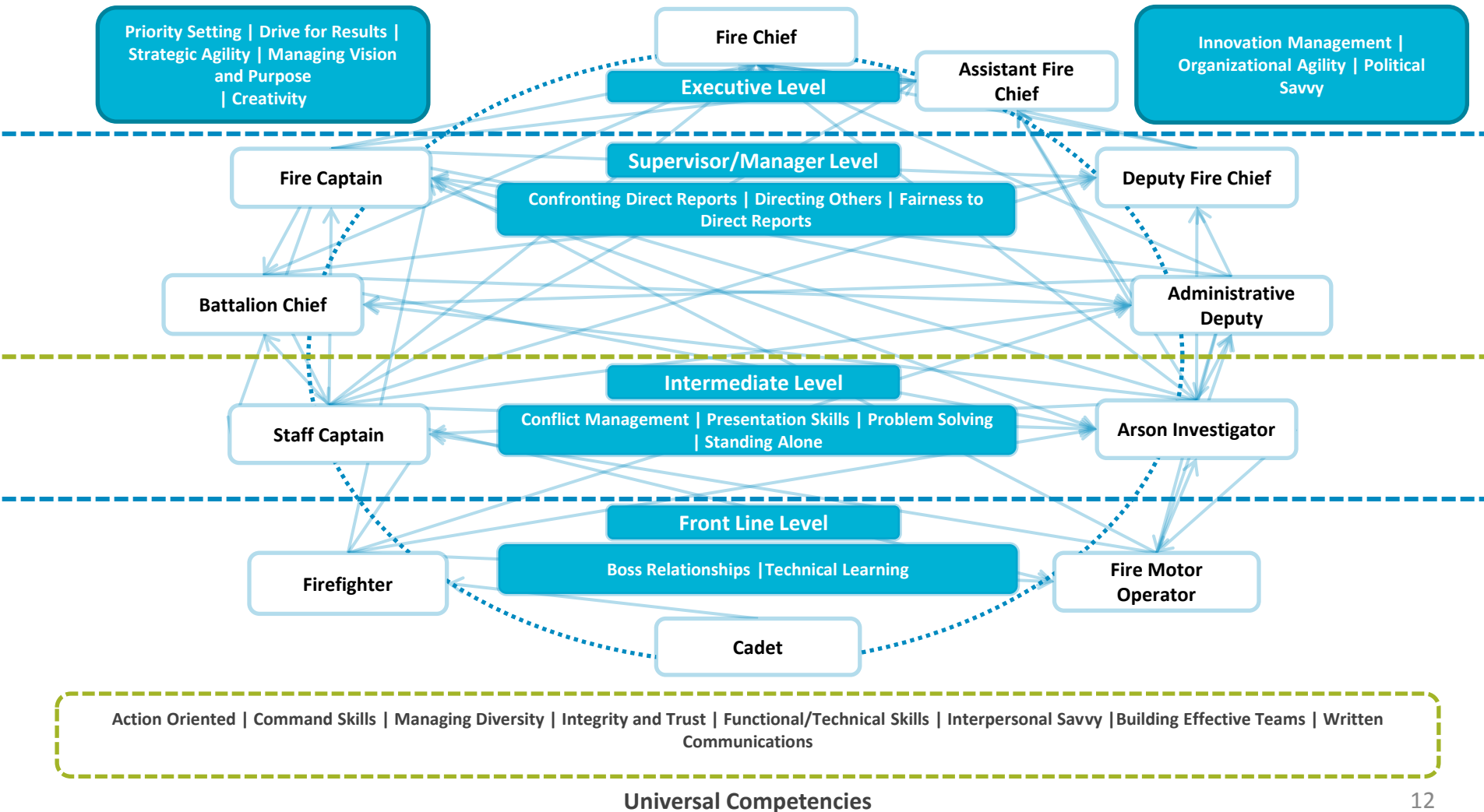
The Succession Plan is a road-map to promotional opportunities within MFD. The plan builds upon itself. As personnel move through the ranks, they continue to add experience, competencies, skills, and education to create future leaders of MFD. Additionally, this plan allows personnel to look at future opportunities and take the necessary actions to obtain the appropriate training, education, experience and competencies to prepare for those future opportunities.

See Appendix for full-descriptions and succession plan specifics.

A City that works: Training and Development

Minneapolis Fire Department Succession Planning: Overview

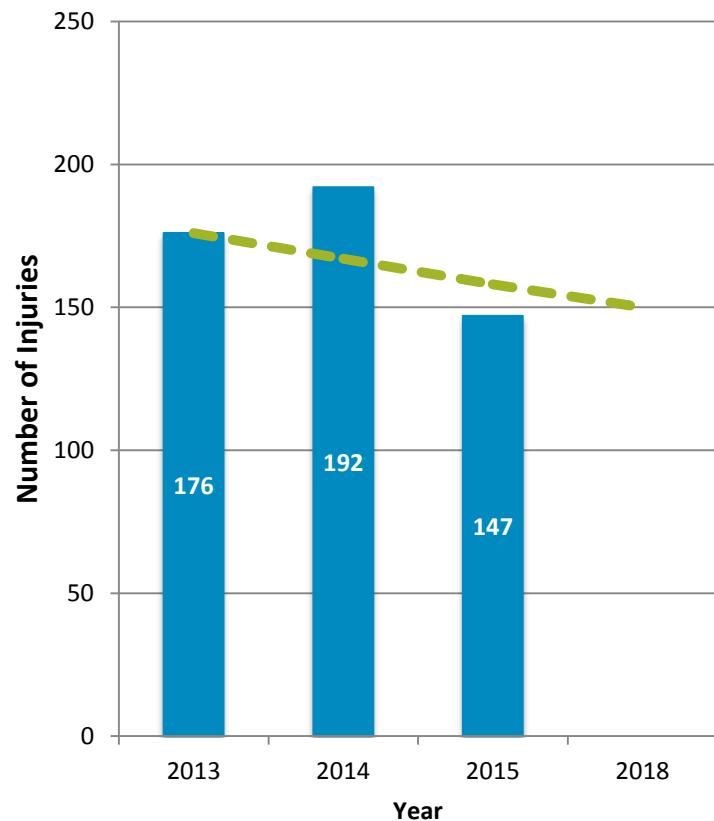
The Fire Department succession plan was developed to nurture future leadership, and to provide a clear advancement path for current employees. There is a lot of opportunity to move laterally and upward. The Department is intentional and transparent about what it takes to move through the organization.



Valuing Employees: Health and Wellness Initiatives

- **Valuing Employees:** physical and psychological well-being are critical to success within the department. Focusing on health and wellness initiatives have contributed to a reduction in injuries and paid sick time.

Number of Firefighter Injuries



Fire fighting is inherently dangerous

- The Department has been striving to reduce the number of fight fighter injuries. MFD set the goal of reducing injuries from 176 in 2013 to 150 annually by 2018. The MFD achieved this goal three years ahead of schedule—logging 147 injuries in 2015.

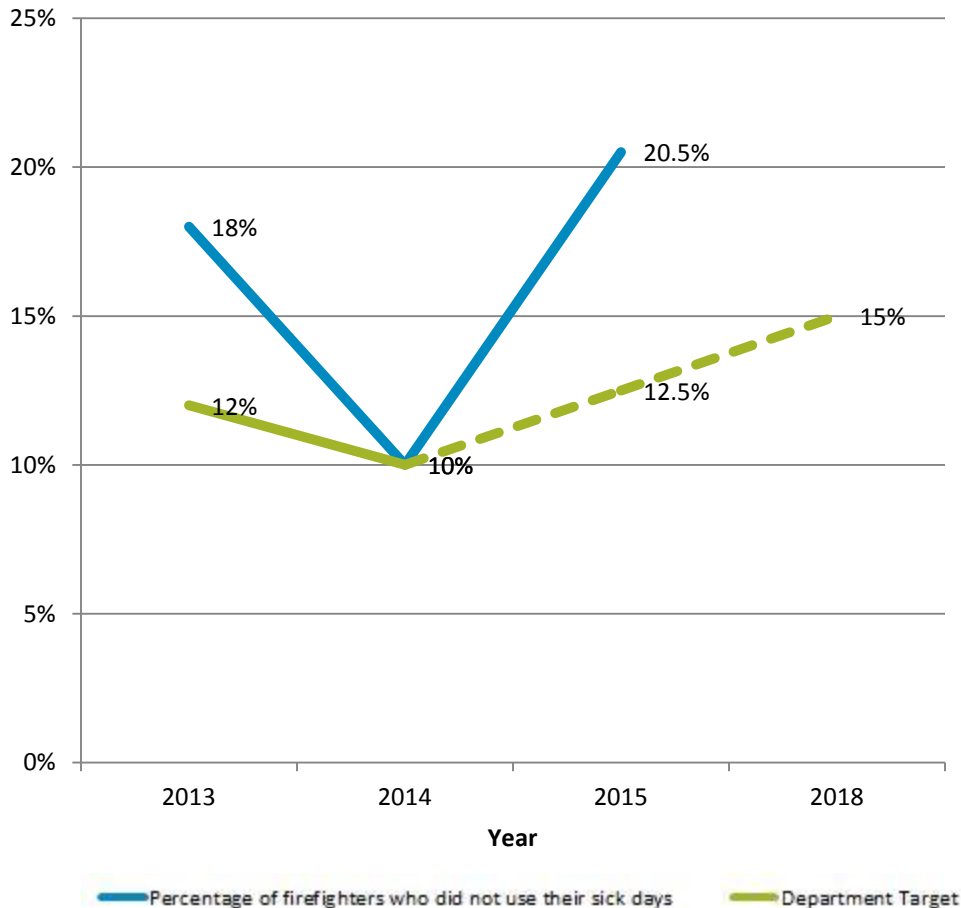
■ Number of Firefighter Injuries
 ■ Department Target: number of injuries

*The reduction in injuries in 2015 was three years ahead of the 2018 target of 150.

Valuing Employees: Health and Wellness Initiatives

- **Valuing Employees:** physical and psychological well-being are critical to success within the department. Focusing on health and wellness initiatives have contributed to a reduction in injuries and paid sick time.

Percentage of Firefighters Who Do Not Use Their Sick Days



*The increase in days saved is 5.5 percentage points greater than the 2018 target of 15 percent.

Reducing Sick Days

- MFD has also sought to increase the number of firefighters who did not take sick days. The goal was to achieve a percentage of 15% by 2018. However, the MFD again surpassed the goal three years early. In 2015, 20.5% of firefighters did not use any sick days.
- Firefighter injuries and sick time usage both show remarkable drops, with upwards of \$700,000 in overtime costs reduced from 2014.

Living Well – Minneapolis is Safe and Livable

- **Living Well – Minneapolis is Safe and Livable:** the department met and exceeded the National emergency response time standards; and, increased distribution of smoke/CO detectors in high risk areas.



MFD exceeds the standard

The Minneapolis Fire Department arrived to an emergency scene within 5 minutes or less of receiving a call for help **94.7% of the time** in 2015.



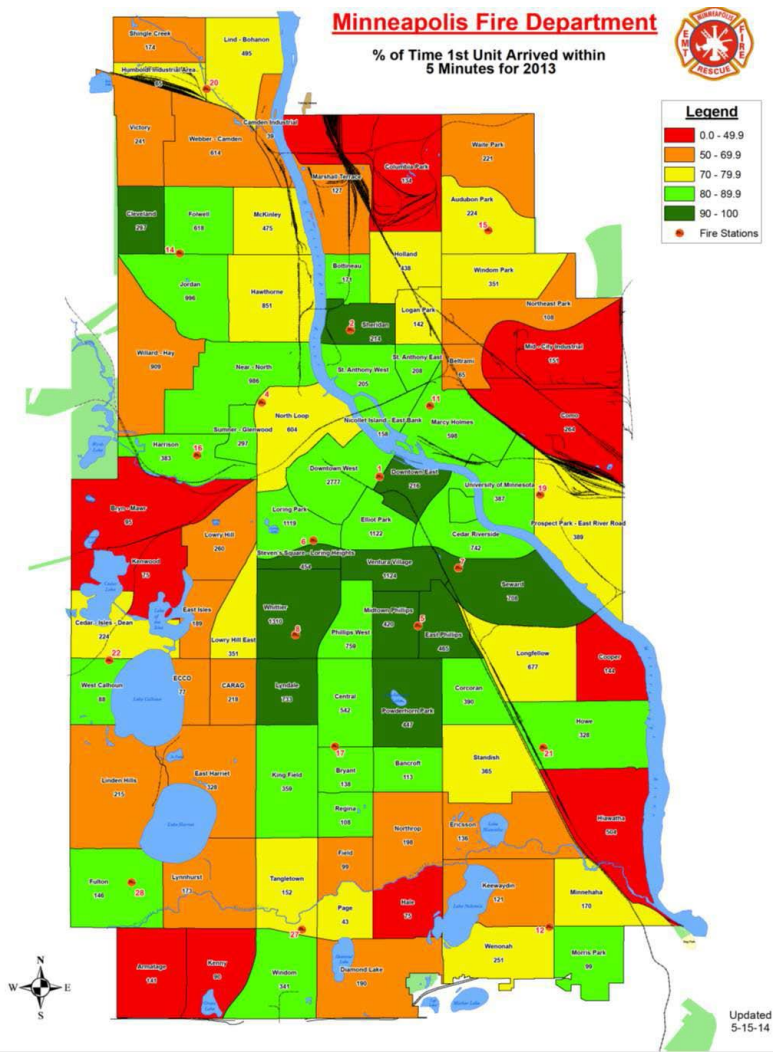
The Response Time Standard

Set by National Fire Protection Association (NFPA), the first responding fire department rig should arrive to an emergency scene within 5 minutes or less of receiving a call for help **90% of the time**.

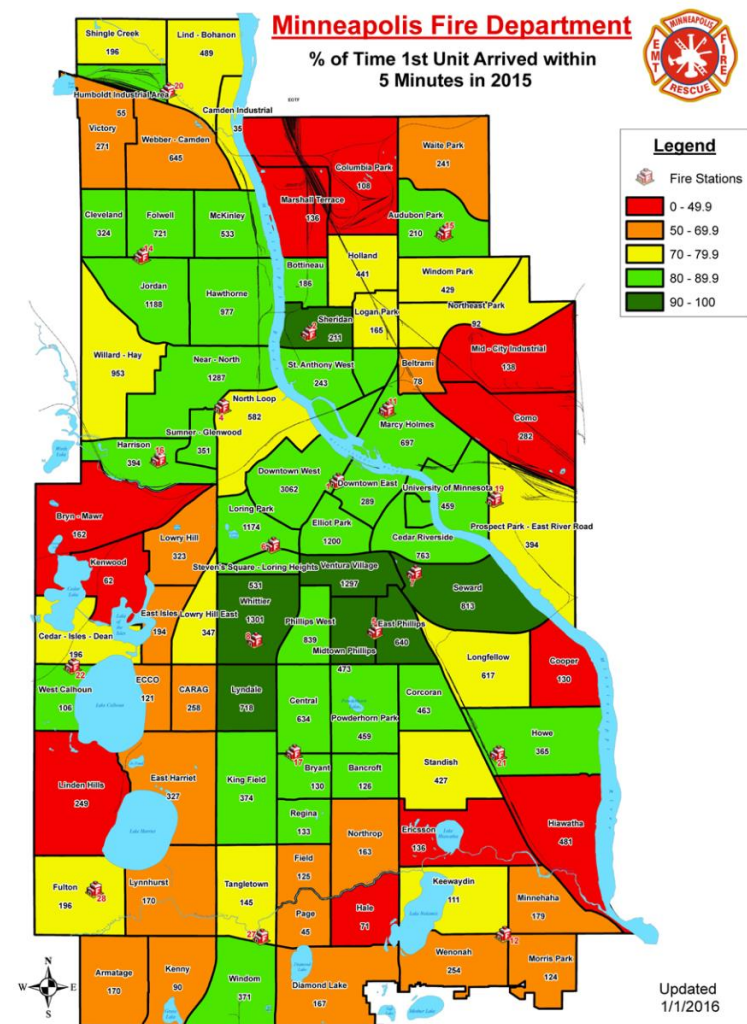
Living Well – Minneapolis is Safe and Livable

The two maps show the Minneapolis Fire Department's measurements toward the NFPA standard for the years of 2013 and 2015 respectively. The response times are broken down by neighborhood.

2013 Map of NFPA Standard Response Times by Neighborhood (1st Unit)



2015 Map of NFPA Standard Response Times by Neighborhood (1st Unit)

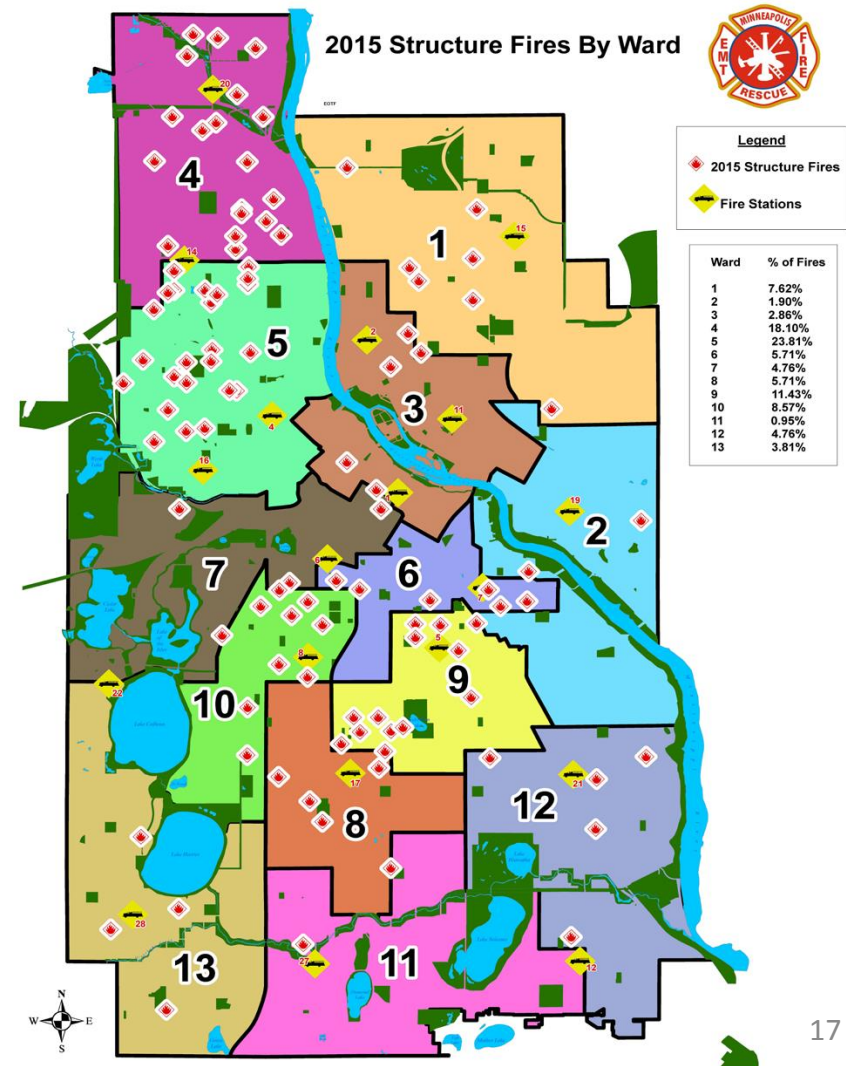


Living Well – Minneapolis is Safe and Livable

- **Living Well – Minneapolis is Safe and Livable:** the department met and exceeded the National emergency response time standards; and, increased distribution of smoke/CO detectors in high risk areas.

Structural fires continue to decline in Minneapolis.

- The MFD also exceeded national standards around the number of firefighters present on the scene of a structure fire within an established amount of time.



Living Well – Minneapolis is Safe and Livable

- ▶ **Living Well – Minneapolis is Safe and Livable:** the department met and exceeded the National emergency response time standards; and, increased distribution of smoke/CO detectors in high risk areas.

The MFD is promoting prevention/community risk reduction by proactively working with and in the community to support changes to help preserve life, property and the environment. One initiative, among arson prevention, emergency evacuation plans, blood pressure screening is smoke detector distribution.

Red Cross Partnership:

was formed to purchase and distribute smoke/CO detectors in high risk areas of the City in 2015 (Areas identified through Community Risk Reduction Assessments).

MFD distributed **417** smoke and carbon monoxide detectors in **167** homes in 2015.

Alerus Mortgage Award was given to purchase additional smoke/CO detectors for distribution in 2016 (In addition to MFD's partnership with Red Cross).

Goal: Increase the distribution of smoke and carbon monoxide detectors in designated geographic areas to 4,000 by 2018.

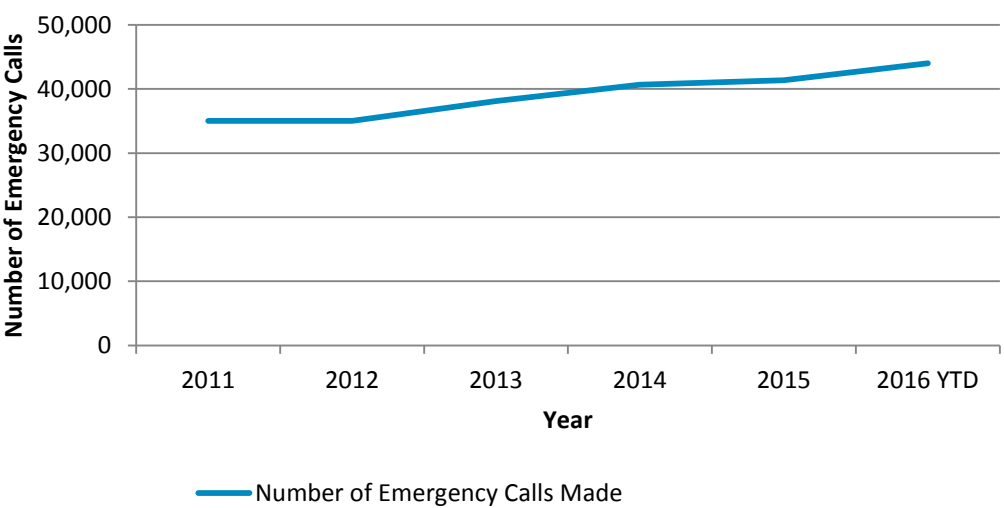
Other – Securing Outside Funding 2016

\$659,000	Assistance to Firefighters Grant (FEMA) for fire ground survival mobile training
\$464,000	Assistance to Firefighters Regional Grant (FEMA) for purchase and installation of turnout gear washers & dryers
\$121,562	Minnesota Task Force training
\$66,720	Minnesota Board of Firefighter Training & Education (MBFTE) Round 8 training reimbursement program
\$65,560	UASI (collapsed rescue, rope rescue, CAMEO)
\$52,000	State of Minnesota GI Bill On-the-Job Training/Apprenticeship program
\$50,000	Minneapolis Foundation grant in support of the EMS Pathways program
\$39,689	MBFTE Railroad and Pipeline Safety training
\$21,025	MBFTE Technical Rescue training
\$10,228	NARCAN
\$2,500	CenterPoint Energy Community Partnership Grant (SafetyNet program)

\$1,552,293 – TOTAL 2016 OUTSIDE FUNDING

- ▶ **Living Well – Minneapolis is Safe and Livable:** the department is working to keep pace with the City’s steadily growing population and subsequent emergency call rate.

The Number of Emergency Calls Made Annually



Maintaining Service Levels with Current Personnel

- With a growing city – and increasing density in non-traditional areas (e.g. North Loop) – there is pressure on the MFD’s ability to maintain service levels. Calls for service have risen steadily in the last few years. In 2015, the MFD responded to more than 40,000 calls and in 2016 is on track to respond to 44,000 calls.

Valuing Employees: Health and Wellness Initiatives

- ▶ **Valuing Employees:** firefighting is dangerous work; the department has developed initiatives to reduce time lost due to injuries.

Health and Wellness Initiatives

Firefighting is inherently dangerous work. Though there have been successes in reducing the number of firefighters injured, this is a continual challenge. Firefighting is inherently challenging physical work; additionally, less experienced firefighters responding to calls may be more prone to injuries.



Health Fair

Smart Nutrition

Health Club
Memberships

One Minneapolis

- **One Minneapolis:** despite recognition as an industry leader, the department has designed strategies to increase and maintain diversity within the Fire Service.

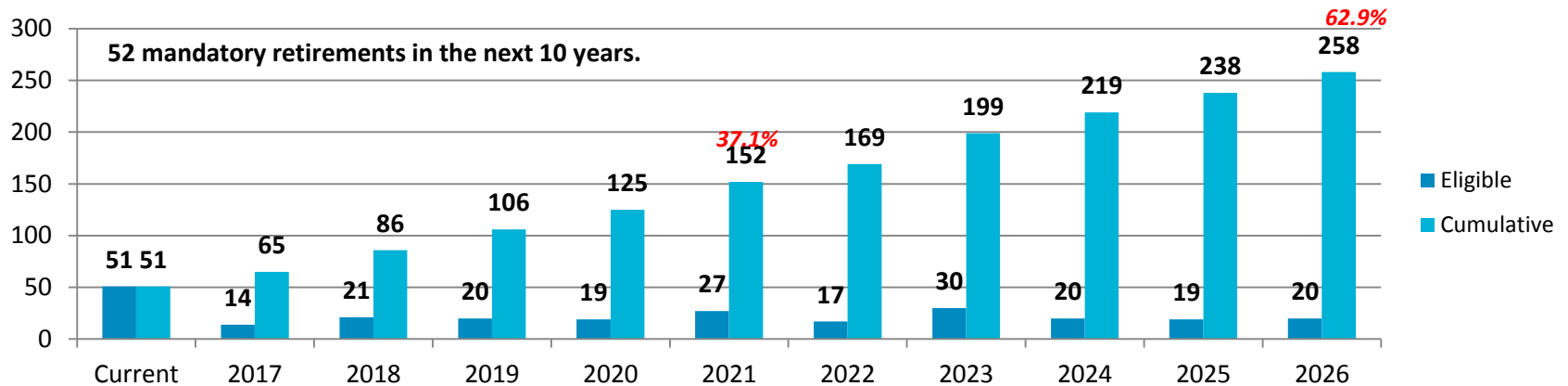
Strengthen Department Diversity

- Maintaining and increasing diversity is a constant challenge for MFD as well as the Fire Service in general. Although the MFD is recognized as an industry leader in this area, recent changes to the Civil Service Process has made it difficult to maintain past gains in this area. To address the challenge, we have implemented several strategies and programs, including the Pathways program.

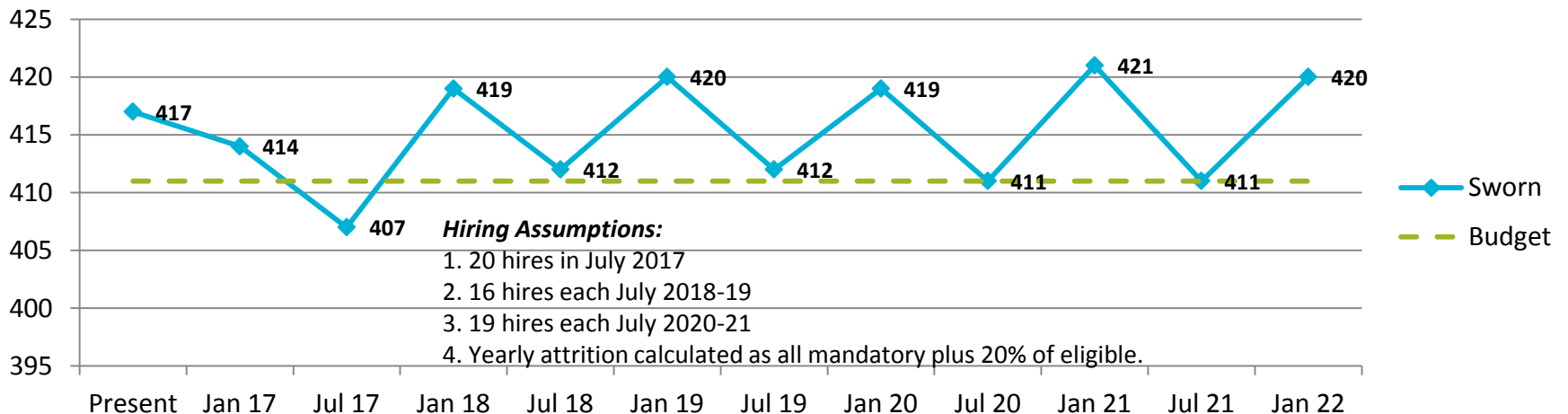


City and community leaders, including Luz Maria Frias of the Minneapolis Foundation, announced the EMS Pathways Academy's launch on March 16 in North Minneapolis.

MFD Retirement Timeline



MFD 2017-2021 Proposed Workforce Plan



Future Challenges

- ▶ **A City that Works:** the Fire Service is changing; research and strategizing are necessary to maintain an appropriate level of service for the City.
- ▶ **Living Well– Minneapolis is Safe and Livable:** increased downtown living density, and freight and oil traffic through the region necessitate changes to the response models, staffing and/or rig placement to handle new risk.

- The housing density in downtown Minneapolis continues to grow. This may necessitate changes in response models, staffing and/or rig placement to keep up with expanding needs.

Downtown Minneapolis

- The recent increases in rail and oil traffic through the City of Minneapolis may necessitate changes in response models, staffing and/or response capabilities to keep up with corresponding increase in risk.

Increase in Rail/Oil Traffic

Identify and Define Response Models of the Future

- The Fire Service is changing. The increasing number of medical emergency calls and impacts from the Affordable Care Act are combining to change the response model of fire departments around the country. The MFD will need to research and define response models that accommodate the City's changing needs.

Future Challenges

The Department has foundational strategies to meet the challenge associated with balancing staffing needs (hiring and attrition) and increasing service demand.

- By analyzing emerging demographics and researching public safety service trends to identify opportunities, react and develop innovations to maintain effective response models, minimize risk and mitigate potential threats.
- In response to the pending impact of attrition through retirements the department will develop and implement an entry level Firefighter Recruitment/Development Plan.
 - This plan is designed to attract applicants to the department from throughout the Minneapolis School System to a career in firefighting
- Response modeling analysis which allows us to continuously react to shifting service needs.

Some major future challenges include:

Downtown Minneapolis Density

The housing density in downtown Minneapolis continues to grow. This may necessitate changes in response models, staffing and/or rig placement to keep up with expanding needs.

Identify and Define Response Models of the Future

The Fire Service is changing. The increasing number of medical emergency calls and impacts from the Affordable Care Act are combining to change the response model of fire departments around the country. The MFD will need to research and define response models that accommodate the City's changing needs.

Increase in Rail/Oil Traffic

The recent increases in rail and oil traffic through the City of Minneapolis may necessitate changes in response models, staffing and/or response capabilities to keep up with corresponding increase in risk.

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Minneapolis Fire Department Leadership Development & Succession Plan

"An Organizational Road Map"

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Vision

The goal of the Leadership Development & Succession Plan is to help future leadership in the organization develop, to ensure the advancement of current employees.

A critical challenge within all organizations is how to sustain health over time. The creation of a pipeline of effective leaders and managers can heighten an organization's chances of surviving difficult times by achieving fulfillment of its mission and goals.

Leadership development and advancement is inevitable for all organizations and can be very challenging. Therefore, it is the goal of the Minneapolis Fire Department (MFD) to be prepared for the ongoing change in leadership – either planned or unplanned – to ensure the stability and accountability of the organization.

The Chief of the Department or designee shall be responsible for the implementation of this plan and its related procedures. It is the responsibility of the Chief or designee to assess the leadership needs of the organization to help ensure the selection of qualified and capable leaders who are representative of the community, a good fit for the organization's mission, vision, values, goals and objectives, and who have the necessary skills to meet the challenges of leadership.

Overall Philosophy

Every person's path is different and each person's individual experiences, training, and education equally contribute to their ability to do their job. This document is a road-map to promotional opportunities within MFD. The plan builds upon itself. As personnel move through the ranks, they continue to add experience, competencies, skills, and education to create future leaders of MFD. Additionally, this plan allows personnel to look at future opportunities and take the necessary actions to obtain the appropriate training, education, experience and competencies to prepare for those future opportunities. This plan is not intended to take the place of the National Fire Protection Association (NFPA) standards or the normal standards of operation of MFD. This plan is a forward looking plan. Those current employees who have obtained a certain rank within MFD will maintain that rank regardless if they meet the requirements laid out in this plan.

How to use this document

There are five levels of competencies developed from the Lominger Competency Model. These levels include Department, Front Line, Intermediate, Supervisor/Manager, and Executive levels. Each rank in the department is associated with a competency level. These competencies act as an additional layer to the department's overall strategy.

Additionally, each rank listed within this document is broken down into sections described below.

Reports to

This section states the rank that position reports to in the department.

Supervises

If the position is a supervisory position, this section states the number of personnel and rank this position supervises.

Job Responsibilities

This section describes the day to day tasks completed by this position.

Experience Requirements

This section describes the REQUIRED experience needed in order to be eligible to test for this position. *Please note that experience, education, and certifications are all REQUIRED to test.*

Education Requirements

This section describes the REQUIRED education needed in order to be eligible to test for this position. *Please note that experience, education, and certifications are all REQUIRED to test.*

Certification Requirements

This section describes the REQUIRED certifications needed in order to be eligible to test for this position. *Please note that experience, education, and certifications are all REQUIRED to test.*

Preferred Education, Training, and Experience

This section lists out the preferred education, training and experience that, although not required for the position, may be evaluated through the testing process. Those looking to promote to a particular rank, should review this section to see what additional education, training or experience they can obtain on their own.

Knowledge, Skills and Abilities

This section outlines the knowledge, skills and abilities that may be evaluated through the testing process. Please note the numbers listed after each item. Each competency is assigned a corresponding number which is described at the beginning of each section.

The number(s) listed after each item correspond with the competencies needed for that item for that position.

Promotional Opportunities

This section describes, for those who currently hold that rank, the next level of promotion available and what they should be doing to prepare for promotion.

Testing Philosophy

It is the goal of the Minneapolis Fire Department to develop a diverse pool of candidates that is representative of the communities served. Each promotional exam will be multi-faceted to ensure a complete and thorough evaluation of the knowledge, skills, abilities, education and experience of those interested in promotion. Through the exam process, education, training and experience will be taken into account and evaluated. Experiences on the job may also be factored in to determine the promotional opportunities and to develop the future leaders of the department.

In order to be eligible to participate in an exam, a candidate must meet the experience requirements by performing the tasks and acting in the capacity of the rank identified. Time served in an administrative role such as Staff Captain or Administrative Deputy will not count towards time in rank for the experience requirements.

Each exam may also include portions that test technical knowledge, generally given in the format of a written, multiple-choice exam. This portion would test a person's knowledge of SOP's and industry standards.

Exams may include an interpersonal portion that is designed to test on the competencies listed for each level of staff and demonstrate an employee's ability to interact with others albeit in a supervisor role or other.

Lastly, exams may also include a practical portion of the exam or work simulation. This would be a hands-on test for personnel to physically demonstrate their knowledge.

Education Philosophy

It is the goal of MFD to have all personnel continue and further their college education in Fire Science or a related field, in order to prepare for future promotion. Although MFD values education, an equivalent combination of relevant education, training, and experience may be considered although all certifications and licenses listed are required for each position with no exceptions. Each position lists coursework that is expected at that level. MFD understands that curriculum may change over time and titles of courses may differ or vary. The coursework listed is a guide for the type of educational experience required for that position.

See Appendix A for a listing of degrees that would be considered for a related field. Please note that this is not an exhausted list and that degrees will be looked at individually for their relation to the field of Firefighter.

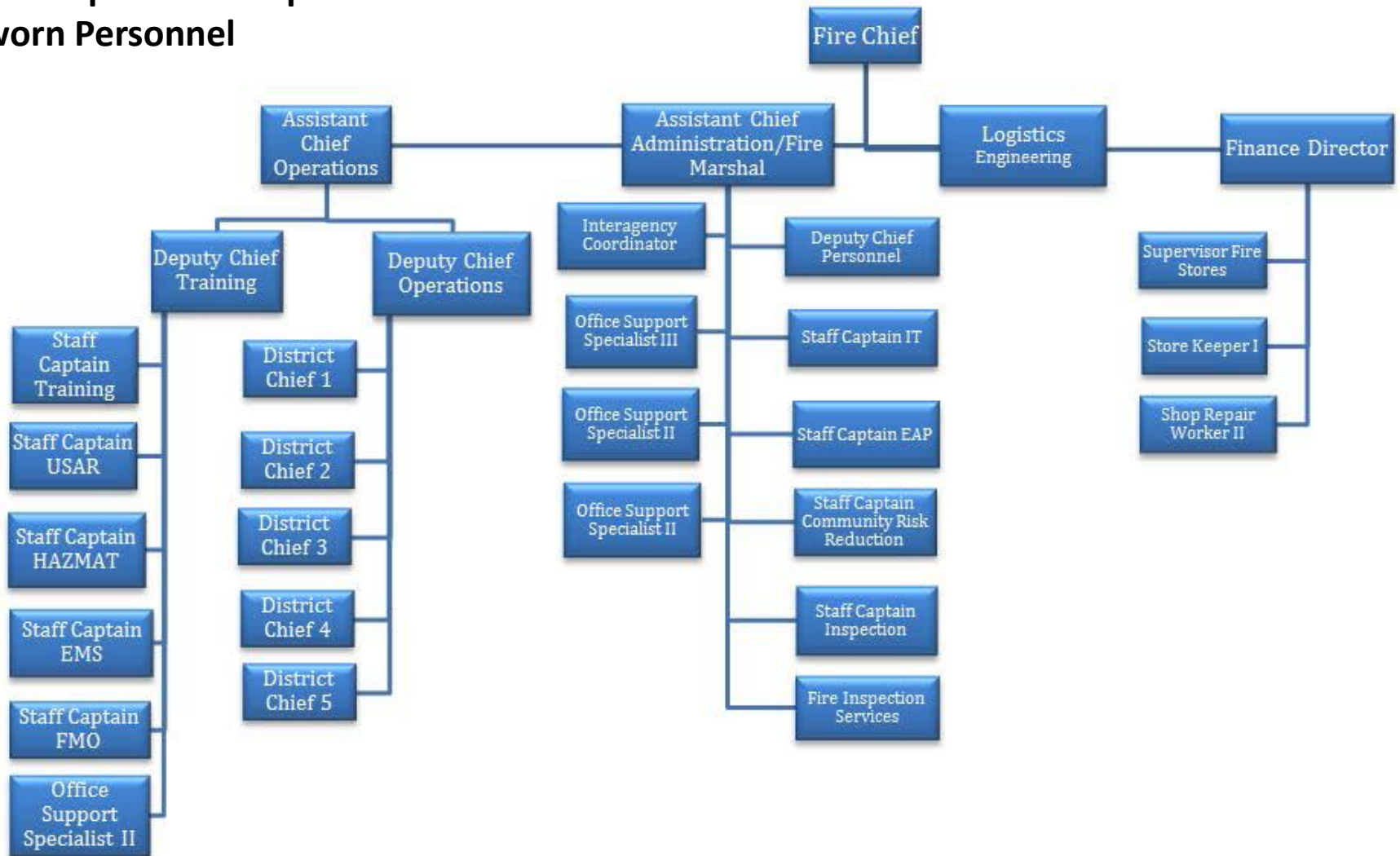
Working Conditions

Exposure to extreme weather conditions, smoke, toxic fumes, extreme heat, darkness, hazardous materials, heights, confined spaces, etc. Some positions primarily perform work in an office setting. It is expected that in the event of an emergency, sworn office personnel will be exposed to the hazardous conditions described above.

Licensing

Effective July 1, 2011, the State of Minnesota has mandated that all firefighter personnel will be required to hold a State Firefighters License. To date, all Minneapolis Firefighters hold a current license.

Minneapolis Fire Department Sworn Personnel



Departmental Competencies Appellants

1- Action Oriented

Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.

2- Command Skills

Relishes leading; takes unpopular stands if necessary; encourages direct and tough debate but isn't afraid to end it and move on; is looked to for direction in a crisis; faces adversity head on; energized by tough challenges.

3 - Managing Diversity

Manages all kinds of classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.

4 - Integrity and Trust

Is widely trusted; Is seen as direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

5 - Functional/Technical Skills

Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

6 - Interpersonal Savvy

Relates well to all kinds of people – up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

7 - Building Effective Teams

Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

8 - Written Communications

Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

Front Line Level

Cadet, Firefighter, Fire Motor Operator

In addition to the Departmental Competencies, personnel at the Front Line level are expected to demonstrate and develop the following competencies:

9 - Boss Relationships

Responds and relates well to bosses; would work harder for a good boss; is open to learning from bosses who are good coaches and who provide latitude; likes to learn from those who have been there before; easy to challenge and develop; is comfortably coachable.

10 - Technical Learning

Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge; does well in technical courses and seminars.

Cadet

This position will attend college courses and other training in preparation for assuming the position of Firefighter upon qualification.

Reports to: Training Staff of the Fire Department or Training Captain assigned to Cadet training.

Job Responsibilities

- Attend regularly scheduled training activities and courses.
- Successfully complete prescribed training and coursework within specified time limits, including earning passing scores on all tests and exams.
- Perform diligently and faithfully the duties as assigned by the Department in accordance with the provisions of the standards, bargaining contract, applicable department regulations, and statutes.
- Respect the property of the Department and abide by the rules and regulations of the Department.
- Develop safe work habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of others.
- Conduct themselves at all times in a creditable, ethical and moral manner.
- Maintain excellent physical condition.
- Upon successful completion of training, cadets will be eligible for promotion to the position of Firefighter.

Experience Requirements

- Eighteen years of age.
- Passing score on a test measuring reading ability at a 10th Grade level.
- Eyesight no worse than 20/100 correctable to 20/40 in both eyes.
- Must have a standard hearing threshold, without correction of no worse than 40 decibel loss on the average at 500, 1000, and 3000 Hertz frequencies in the better ear.

Education Requirements

- High school diploma or G.E.D.

Certification Requirements

- Valid Driver's License by the date of hire.

Knowledge, Skills and Abilities

- Ability to read, write, and follow verbal and written instructions. (8)
- Ability to perform strenuous activities such as lifting, pushing, pulling, etc. requiring cardiovascular strength and endurance and good upper and lower body strength for long periods of time. (5)
- Good communication and interpersonal skills along with the ability to work effectively as a team member. (4, 6, 7)

Promotional Opportunities

MFD Promotional Opportunities

- Firefighter.

Firefighter

This position performs fire prevention, fire suppression, and emergency medical services for the protection of life, health, and property by responding to fire, emergency medical and hazardous incidents, water rescue related emergencies and automobile accidents.

Reports to: Fire Captain.

Job Responsibilities

- Perform firefighting tasks during fire ground tactical fire operations, rescuing occupants from burning structures; water rescue, hazardous incidents, automobile accidents, etc.
- Respond to emergency medical calls providing medical treatment to preserve life and reduce severity of injuries to the public.
- Perform fire prevention and inspection duties and take action to address problems.
- Tour buildings in assigned fire response area and pre-plan actions in case of fire or other emergency.
- Attend and participate in fire and EMS training activities in order to maintain skills and keep abreast of new techniques in firefighting and emergencies.
- Maintain the fire station and surrounding grounds and all apparatus, tools and EMS equipment; keep in ready condition at all times; report defects, safety issues, and other problems to the captain immediately.
- Talk to individuals and small groups about fire prevention topics and give tours of the fire station as requested.
- Answer station telephone providing information and taking messages as necessary.
- Follow all applicable laws, ordinances, rules, regulations and policies.
- Understand and follow the lawful orders of all superior officers at all times.
- Provide good customer service and treat others with respect.
- Know and use all personal-protective equipment, safety policies, and safety procedures to reduce personal- and team-risk factors.
- Competently use hand tools and other equipment to accomplish assigned tasks.
- Conduct fire watch and EMS-response duties at large public gatherings.
- Perform other duties as assigned by a supervisor.
- Assume the duties of Fire Motor Operator and/or Captain once eligible and approved by your supervisor on the appropriate departmental form, as required.

Experience Requirements

Must have successfully completed the experience requirements of the Firefighter Cadet classification.

Education Requirements

Successfully passed the coursework required in Cadet training for:

- Firefighter I.
- Firefighter II.
- Hazardous material training.
- Physical conditioning training.
- Emergency medical technician training.
- Technical Rescue.

Certification Requirements

- Valid driver's license.
- EMT certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS700, and IS800 certification.
- Minnesota State Firefighting License.

Knowledge, Skills and Abilities

Knowledge of:

- Procedures and techniques used by the Minneapolis Fire Department to deal with each type of emergency. (5, 10)
- Building construction. (5, 10)
- The behavior of fire. (5, 10)
- Hazardous materials and their properties. (5, 10)
- Streets and routes throughout the city. (5, 10)
- Firefighting equipment and tools. (5, 10)

- The incident-management system (IMS) and the chain of command. (9)
- Fire Codes and fire safety techniques, policies, standards and operating procedures. (5, 10)
- Emergency medical equipment, techniques, terminology and protocols at the EMT level. (5, 10)
- MFD department policies, standard operating procedures, basic practices, and official communications. (5, 10)
- City of Minneapolis and Civil Service rules and regulations. (5, 10)

Ability to:

- Work in difficult environmental conditions including toxic and chemical fumes, smoke, heights, extreme heat, darkness, confined spaces, etc. (5, 10)
- Perform strenuous activities such as lifting, pushing, pulling, etc. requiring cardiovascular strength and endurance and good upper and lower body strength for long periods of time. (5, 10)
- Don and use personal protective equipment. (5, 10)
- Operate firefighting equipment and tools. (5, 10)
- Demonstrate good communication and interpersonal skills along with the ability to work effectively as a team member. (7)
- Read, write, and follow verbal and written instructions (8)
- Understand and comply with orders and directions. (4, 9)
- Learn and retain job-related information through reading, classroom lecture, and observation; ability to accept performance coaching. (9, 10)
- Respond respectfully and effectively to people of all cultures, in a manner that affirms the worth and preserves the dignity of individuals, families and communities. (3, 4, 6)
- Observe and document human behavior and assess a patient's medical condition. (5, 10)
- Make and communicate important decisions under mentally and physically stressful conditions. (2)

Promotional Opportunities

It is preferred that those interested in promotion will enroll in college courses working toward a two-year college degree in Fire Administration, Fire Science or Business Administration.

Those interested in promotion should request to ride out of grade as a Fire Motor Operator (eligible after three (3) years as a Firefighter) and/or Captain (eligible after four (4) years as Firefighter) with their Captain's approval on the appropriate departmental form.

MFD Promotional Opportunities

- FMO.
- Arson Investigator.
- Captain.
- Staff Captain (appointed by Fire Chief).
- Administrative Deputy (appointed by Fire Chief)

Fire Motor Operator

This position performs work driving all fire department vehicles and attached apparatus and operates pumps and ladders.

Reports to: Fire Captain.

Job Responsibilities

- Operate in a safe and knowledgeable manner all fire department vehicles to transport personnel and equipment to emergencies.
- Operate aerial ladders, deck guns, squirts, hydraulic system (on ladder trucks) and related equipment at fire scenes.
- Place equipment in optimal location for Fire Department personnel and victim safety at fire scenes.
- Provide aide and assistance to victims and family members during fires and at emergency scenes.
- Perform maintenance and cleaning on Fire Department apparatus and equipment.
- Inspect suction connection gates, discharge gates, and relief valve apparatus at the beginning of each shift.
- Check fuel, oil, and related indicators and ensure adequate levels and that equipment is in good running order after each run.
- Keep a record of service and inspection and note and report discrepancies to supervisors to ensure continuing safe operation.
- Make a daily check of hydrant status in the district.
- Provide training and instruction on the equipment to which assigned.
- Provide good customer service and treat others with respect.
- Deliver emergency medical care to injured and ill people.
- Know and use all personal-protective equipment, safety policies, and procedures to reduce personal and team risk factors.
- Use hand tools and other equipment to accomplish assigned tasks.
- Perform building familiarizations to identify code violations and other safety concerns.
- Attend and actively participate in training sessions.
- Maintain the fire station and surrounding grounds and all apparatus, tools and EMS equipment; keep in ready condition at all times; report defects, safety issues, and other problems to the captain immediately.
- Perform other duties as assigned by a supervisor.
- Assume the duties of Captain once eligible and approved by your supervisor on the appropriate departmental form, as required.

Experience Requirements

- Must be a sworn, certified Firefighter.
- At least four (4) years with the Fire Department in a sworn position.

Education Requirements

Required coursework in:

- Apparatus Driver/Operator.

Certification Requirements

- Valid driver's license.
- EMT certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS700, and IS800 certification.
- Minnesota State Firefighting License.

Preferred Education, Training, and Experience

Preferred education includes coursework in:

- Introduction to Fire Protection.
- Fire Inspector Basic.
- Company Functions.
- Building Construction.
- Introduction to Personal Computers.

Knowledge, Skills and Abilities

Knowledge of:

- The City of Minneapolis Water Distribution system and hydrant locations. (5, 10)
- Hydraulics, water pumps, and fire apparatus operation. (5, 10)
- Procedures and techniques used by the Minneapolis Fire Department to deal with each type of emergency. (5, 10)
- Building construction. (5, 10)
- The behavior of fire. (5, 10)
- Hazardous materials and their properties. (5, 10)
- Streets and routes throughout the city. (5, 10)
- Ability to operate firefighting equipment and tools. (5, 10)
- The incident-management system (IMS) and the chain of command. (9)
- Fire Codes and fire safety techniques, policies, standards and operating procedures. (5, 10)
- Emergency medical equipment, techniques, terminology and protocols at the EMT level. (5, 10)
- MFD department policies, standard operating procedures, basic practices, and official communications. (5, 10)
- City of Minneapolis and Civil Service rules and regulations. (5, 10)

Ability to:

- Safely drive and operate fire apparatus in both emergency and non-emergency situations. (5, 10) Work in difficult environmental conditions including toxic and chemical fumes, smoke, heights, extreme heat, darkness, confined spaces, etc. (5, 10)
- Perform strenuous activities such as lifting, pushing, pulling, etc. requiring cardiovascular strength and endurance and good upper and lower body strength for long periods of time. (5, 10)
- Don and use personal protective equipment. (5, 10)
- Demonstrate good communication and interpersonal skills along with the ability to work effectively as a team member. (7)
- Read, write, and follow verbal and written instructions. (8)
- Understand and comply with orders and directions. (4, 9)
- Learn and retain job-related information through reading, classroom lecture, and observation; ability to accept performance coaching. (9, 10)
- Respond respectfully and effectively to people of all cultures, in a manner that affirms the worth and preserves the dignity of individuals, families and communities. (3, 4, 6)
- Observe and document human behavior and assess a patient's medical condition. (5, 10)
- Make and communicate important decisions under mentally and physically stressful conditions. (2)

Promotional Opportunities

It is preferred that those interested in promotion will enroll in college courses working toward a two-year college degree in Fire Administration, Fire Science or Business Administration.

Those interested in promotion should also follow the procedure to request to ride out of grade as a Captain (eligible after four (4) years as Firefighter or Fire Motor Operator) with their Captain's approval on the appropriate departmental form.

Those who hold this rank, who wish to promote, are expected to work towards the preferred education, training, and experience listed for the position they wish to promote to.

MFD Promotional Opportunities

- Arson Investigator.
- Captain.
- Staff Captain (appointed by Fire Chief).
- Administrative Deputy (appointed by Fire Chief).

Intermediate Level

Arson Investigator, Staff Captain

In addition to the Knowledge, Skills, and Abilities listed under each specific position, personnel at the Intermediate level are expected to demonstrate and develop the Knowledge, Skills and Abilities of the Firefighter position.

In addition to the Departmental Competencies and the competencies learned at the Front Line level, personnel at the Intermediate level are expected to demonstrate and develop the following competencies:

11 - Conflict Management

Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitable; can find common ground and get cooperation with minimum noise.

12 - Presentation Skills

Is effective in a variety of formal presentation settings; one-on-one, small and large groups, with peers, direct reports, and bosses; is effective both inside and outside the organization, on both cool data and hot and controversial topics; commands attention and can manage group process during the presentation; can change tactics midstream when something isn't working.

13 - Problem Solving

Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

14 - Standing Alone

Will stand up and be counted; doesn't shirk personal responsibility; can be counted on when times are tough; willing to be the only champion for an idea or position; is comfortable working alone on tough assignments.

Arson Investigator

The Fire Investigator, under supervision, investigates all fires with an estimated loss of \$100 or greater, for the purpose of determining the cause and origin.

Reports to: Assistant Fire Chief of Operations.

Job Responsibilities

- Make estimates of loss, collects physical, written, and oral evidence maintaining the chain of custody and processes all such evidence.
- Responsible for photographing fire scenes, dictating and entering reports, and advising on firefighting procedures at the point of origin.
- Work as a member of a team in conjunction with City and/or Federal Law enforcement officers.
- Assist law enforcement officers in the arrest and prosecution of arson suspects.
- Work cooperatively with law enforcement, investigates all deaths and injuries caused by fires and/or burn injuries.
- Secure data relative to building insurance, building and contents, value of property involved in fires, and makes reports to the State Fire Marshal.
- Perform other duties as assigned by a supervisor.

Experience Requirements

- Must be a sworn member of the Minneapolis Fire Department.
- At least five (5) years with the Minneapolis Fire Department.

Education Requirements

Must successfully pass coursework in the following areas within twelve (12) months of promotion:

- Fire Investigator Basic.
- Fire Investigator Advanced –or–
- Bureau of Criminal Apprehension (BCA) or Basic Fire/Arson Investigation.
 - Intermediate Fire/Arson Investigation.
 - On-scene Fire/Arson Investigation.

Certification Requirements

- Valid driver's license.
- EMT certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS700, and IS800 certification.
- Minnesota State Firefighting License.
- Certified Fire Investigator license through the International Association of Arson Investigators (IAAI) after five (5) years as an Arson Investigator.

Preferred Education, Training, and Experience

Continuing education throughout the Arson Investigators career is expected.

Coursework at the National Fire Academy, BCA and/or technical college preferred:

- Courtroom interrogation/interview.
- Fire Modeling/Fire Dynamics.
- Forensic Evidence Collection.

Knowledge, Skills and Abilities

Knowledge of:

- Information systems and various software programs used by MFD. (5, 10)
- The operation of fire motor vehicles and apparatus. (5)
- Department organization, laws, rules, and ordinances pertaining to fire operations. (5)
- Fire investigation techniques. (5, 13) Ability to:
- Present findings from fire investigations in a clear manner. (8, 12)
- Respond respectfully and effectively to people of all cultures, in a manner that affirms the worth and preserves the dignity of individuals, families and communities. (3, 4, 6)
- Manage a project and lead a project team or committee. (2, 3, 4, 6, 7)
- Observe and document human behavior and intervene where necessary to promote good interpersonal relationships and morale among employees. (6)
- Safely operate a fire vehicle under emergency-response conditions. (5)

Promotional Opportunities

It is preferred that those interested in promotion will enroll in college courses working toward a two-year college degree in Fire Administration, Fire Science or Business Administration.

Those who hold this rank, who wish to promote, are expected to work towards the preferred education, training, and experience listed for the position they wish to promote to.

It is also expected that those interested in promotion will attend courses at the National Fire Academy.

- MFD Promotional Opportunities: Fire Motor Operator.
- Captain.
- Staff Captain.
- Administrative Deputy (appointed by Fire Chief).

MFD Promotional Opportunities for Arson Investigators who hold the rank of Captain and have five (5) years experience:

- Battalion Chief.
- Deputy Chief (appointed by Fire Chief).
- Assistant Chief (appointed by Fire Chief).
- Chief (appointed by the Mayor with Council approval).

Staff Captain

This voluntary assignment is in direct support of a Deputy or Assistant Chief, who in turn is responsible for a major division within the Fire Department such as EMS, IT, Training, and Fire Prevention.

Reports to: Administrative Deputy, Deputy Fire Chief and/or Assistant Fire Chief.

Job Responsibilities

- Design and deliver training programs and presentations as needed for small and large groups about various fire-service topics.
- Design and deliver management and performance measurement reports, and benchmarking other comparable cities.
- Keep abreast of current trends in fire protection, EMS, etc. and apply this knowledge to improve MFD's service-delivery.
- Perform administrative work at the department level and submit timely and accurate reports and records.
- Assume the administrative duties of a Deputy or Administrative Chief and communicate MFD policy when their supervisor is not present.
- Respond to large and complex emergency events.
- Ensure good customer service throughout MFD and treat others with respect.
- Ensure the safety of personnel operating under emergency conditions as well as working in non-emergency duty situations.
- Develop and/or recommend changes to department-wide policy and procedures.
- Learn the role and responsibilities of the various major divisions within the Fire Department from a mentoring Chief Officer.
- Maintain excellent physical condition.
- Participate in personal professional-development and formal education and mentor other personnel interested in promotion to Chief Officer.
- Sit on appropriate Committees and represent MFD in a positive manner.
- Perform other duties as assigned by a supervisor.

Community Risk Reduction

Educate the public about fire prevention and safety strategies, and motivate them to adopt appropriate behaviors based on that education, and performs related duties as required. Liaison for multicultural relations and information. LEEP coordinator. Track and compile data for outreach programs.

Emergency Medical Service

Perform duties required to provide the citizens of Minneapolis a safe, legal, cost-effective, quality first response basic life support (BLS) emergency medical services. Maintain fit testing and certifications records. Schedule VO2, EMS make-up, Health Fair make-up, and tracking. Follow-up with City doctors. Exposure tracking. Medical equipment restocking.

Employee Assistance Program

Provide assistance to the department personnel. Assistance provided includes managing stress, coping with emergency response situations, work/life balance, and providing resources.

Information Technology

Perform technical work in overseeing and monitoring the operations of the Fire Department Information Systems. Provide support for department users and act as a liaison between the Fire Department and the City's BIS department as well as any other outside agency that manages the City's network infrastructure.

Fire Prevention

Perform technical work and provide expertise in support of the Fire Marshal and/or Authority Having Jurisdiction as designated by the Fire Chief in the areas of Fire Prevention, Fire and Building Code interpretation and Code Enforcement.

Training

Assist the Chief of Training in the day-to-day operations of the Training Division. Participate in the planning, scheduling, training instruction and presentations for training. Review various training curriculums outside of the department and recommend programs.

Experience Requirements

- Must be a sworn member of the Minneapolis Fire Department.
- Five (5) years experience with the Minneapolis Fire Department.

Education Requirements

Successful completion of coursework in:

- Fire Officer I.
- Fire Officer II.

Staff Captain of Training Only:

Within twelve (12) months of promotion, must successfully complete technical rescue training in:

- Rope.
- Trench.
- Confined space.
- Structural collapse.

Certification Requirements

- Valid driver's license.
- EMT certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS300, IS400, IS700, and IS800 certification.
- Minnesota State Firefighting License.

Preferred Education, Training, and Experience

- Education in a related field to the specific division's duties is preferred.
- Experience in a related field to the specific division's duties is preferred.
- Preferred education includes coursework in:
 - Apparatus Driver/Operator.
 - Introduction to Fire Protection.
 - Fire Inspector Basic.
 - Company Functions.
 - Building Construction.
 - Introduction to Personal Computers.

Knowledge, Skills and Abilities

Knowledge of:

- Information systems and various software programs used by MFD. (5, 10)
- Training-course design and delivery techniques. (5, 10)
- The labor agreements covering fire personnel. (5,10)
- The operation of fire motor vehicles and apparatus. (5)
- Department organization, laws, rules, and ordinances pertaining to fire operations. (5)
- Hydraulics, water pumps, and fire apparatus operation. (5)

Ability to:

- Organize and prioritize a heavy work load. (1, 9, 13)
- Operate all tools, equipment and training props. (5)
- Solve problems in a manner that reaffirms the reasoning for the decision to mitigate risks. (6, 11, 13)
- Respond respectfully and effectively to people of all cultures, in a manner that affirms the worth and preserves the dignity of individuals, families and communities. (3, 4, 6)
- Manage a project and lead a project team or committee. (2, 3, 4, 6, 7)
- Observe and document human behavior and intervene where necessary to promote good interpersonal relationships and morale among employees. (6)
- Assume the duties of a non-suppression Deputy Chief as required. (2)
- Formulate and update fire department procedures around specified area of command (5, 8, 10, 12)
- Safely operate a fire vehicle under emergency-response conditions. (5)
- Issue orders; to understand and comply with orders and directions. (3, 6, 7, 14)
- Write and review technical documentation. (8)
- Conduct research and analysis. (10)
- Manage an emergency incident with the least risk to accompanying personnel. (2, 4, 5, 11, 14)

Promotional Opportunities

It is preferred that those interested in promotion will enroll in college courses working toward a two-year college degree in Fire Administration, Fire Science or Business Administration.

Those who hold this rank, who wish to promote, are expected to work towards the preferred education, training, and experience listed for the position they wish to promote to.

It is also expected that those interested in promotion will attend courses at the National Fire Academy, if eligible.

MFD Promotional Opportunities:

- Fire Motor Operator.
- Arson Investigator.
- Captain.
- Administrative Deputy (appointed by Fire Chief).

MFD Promotional Opportunities for Staff Captains who hold the rank of Captain and have five (5) years experience.

- Battalion Chief.
- Deputy Chief (appointed by Fire Chief).
- Assistant Chief (appointed by Fire Chief).
- Chief (appointed by the Mayor with Council approval).

Supervisor/Manager Level

Fire Captain, Battalion Chief, Administrative Deputy, Deputy Fire Chief

In addition to the Knowledge, Skills, and Abilities listed under each specific position, personnel at the Supervisor/Manager level are expected to demonstrate and develop the Knowledge, Skills and Abilities of the Front Line Level positions.

In addition to the Departmental Competencies and the competencies learned of the Front Line and Intermediate level personnel at the Supervisor/Manager level are expected to demonstrate and develop the following competencies:

15 - Confronting Direct Reports

Deals with problem direct reports firmly and in a timely manner; doesn't allow problems to fester; regularly reviews performance and holds timely discussions; can make negative decisions when all other efforts fail; deals effectively with troublemakers.

16 - Directing Others

Is good at establishing clear directions; sets stretching objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner;

maintains two-way dialogue with others on work and results; brings out the best in people; is a clear communicator.

17 - Fairness to Direct Reports

Treats direct reports equitably; acts fairly; has candid discussions; doesn't have hidden agenda; doesn't give preferential treatment.

Fire Captain

This position is the first-level supervisor and is responsible for a fire company in fire prevention, firefighting, emergency medical response, inspection, and other assignments and to perform work in various administrative positions if assigned.

Reports to: Battalion (District Fire) Chief.

Supervises: 2 – 5 Firefighters and/or FMO's assigned to the rig.

Job Responsibilities

- Supervise fire scene, deploying staff and equipment until relieved by a senior ranking officer.
- Supervise cleaning and maintenance of equipment and facilities at the fire station.
- Enforce rules and regulations of MFD.
- Instruct personnel in technique and in procedures and strategies.
- Supervise the maintenance of records of inspections and actions of the fire company and verify the status of equipment.
- Supervise fire inspection and prevention work of Fire Company.
- Perform all administrative duties for the company.
- Prepare daily personnel, fire, and other routine special reports.
- Take command on scene and direct others to perform tasks to safely mitigate emergency events.
- Ensure good customer service and treat others with respect.
- Ensure the safe operation of apparatus under emergency-response conditions.
- Supervise a crew of firefighters at the task level.
- Deliver emergency medical care to injured and ill people.
- Ensure the use of all personal-protective equipment by personnel under their command, and enforce safety policies and procedures to reduce risk of injury.
- Perform building inspections to identify and address code violations and other safety concerns.
- Conduct training sessions on EMS, fire, and fire-prevention topics.
- Talk to individuals and small groups about prevention and safety topics.
- Evaluate performance of assigned personnel.

- Conduct coaching and development sessions, as well as recommend discipline for conduct and performance problems up the chain of command.
- Perform other duties as assigned by a supervisor.
- Assume the duties of Battalion Chief once eligible and approved by your supervisor on the appropriate departmental form, as required.

Experience Requirements

- Must hold the rank of Firefighter or FMO.
- At least five (5) years with the Minneapolis Fire Department.

Education Requirements

Successful completion of coursework in:

- Fire Officer I.
- Fire Officer II.

Certification Requirements

- Valid driver's license.
- EMT certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS700, and IS800 certification.
- Minnesota State Firefighting License.

Preferred Education, Training, and Experience

Preferred education includes coursework in:

- Managing Fire Department Personnel.
- Fire Department Administration Basic.
- Writing and Research.
- Fire Instructor I.
- Fire Investigator I.
- Introduction to Personal Computers.

Other education, training and experiences preferred include:

- AA degree or higher in Fire Science, Fire Administration and/or Business.

Administration

- BA degree or higher in any field.
- Attendance at any State Fire school.
- Assignment to engine company, ladder company, rescue company, and/or station with water response apparatus.
- Volunteer as a member of a regional response team.
- Volunteer for MFD activities outside of assigned job duties (i.e. honor guard, union, USAR, etc.).
- Experience riding out of grade as a Captain.
- IS certifications above those required for the position.

Knowledge, Skills and Abilities

Knowledge of:

- The operation of fire motor vehicles and apparatus. (5, 10)
- Department organization, laws, rules, and ordinances pertaining to fire operations. (5, 9, 10)
- The ability to apply supervision and leadership techniques. (2, 3, 4, 6, 11, 12,13, 15, 16, 17)
- Hydraulics, water pumps, and fire apparatus operation. (5, 10)

Ability to:

- Issue orders. (1, 2)
- Understand and comply with orders and directions. (9)
- Manage an emergency incident with the least risk to accompanying personnel. (1, 2, 4, 11, 13, 16)
- Respond respectfully and effectively to people of all cultures, in a manner that affirms the worth and preserves the dignity of individuals, families and communities. (3, 4, 6)
- Observe and document human behavior and intervene where necessary to promote.
- good interpersonal relationships and morale among employees. (5, 10, 17)
- Safely and effectively supervise a team of firefighters and Fire Motor Operators. (15, 16, 17)

Promotional Opportunities

It is preferred that those interested in promotion will enroll in college courses working toward a two-year college degree in Fire Administration, Fire Science or Business Administration.

It is expected that upon promotion to Captain, interest will be expressed to participate with administrative activities such as Cadet training, committee membership, special assignments, etc.

Those interested in promotion should follow the procedure to request to ride out of grade as a Battalion Chief (eligible after four (4) years as Captain) with their Battalion Chief's approval on the appropriate departmental form.

Those who hold this rank, who wish to promote, are expected to work towards the preferred education, training, and experience listed for the position they wish to promote to.

National Fire Academy or other credentialed institution coursework includes:

- Interpersonal Dynamics.
- Fire Service Communications.
- Hazardous Materials Operating Site Practices.
- Hazardous Materials Incident Management.
- Command and Control of Multi Alarm Incidents.
- Command and Control of Natural and Man-Made Incidents.

MFD Promotional Opportunities:

- Arson Investigator.
- Staff Captain (appointed by Fire Chief).
- Battalion Chief.
- Administrative Deputy (appointed by Fire Chief).
- Deputy Chief (appointed by Fire Chief).
- Assistant Chief (appointed by Fire Chief).
- Chief (appointed by the Mayor with Council approval).

Battalion (District Fire) Chief

This position is the mid-level supervisor who manages and supervises a Fire District, taking responsibility for assigned stations and personnel, under dangerous, close, and stressful working conditions.

Reports to: Deputy Fire Chief.

Supervises: Up to 40 Firefighters, FMOs, and/or Captains at four (4) to five (5) fire stations.

Job Responsibilities

- Manage and supervise a Fire District of up to 40 firefighters, under dangerous, stressful and close working conditions.
- Enforce Federal and State Laws, Civil Service and City Rules and Ordinances as well as department rules and regulations consistently and effectively.
- Direct employees during fire and emergency medical service training activities, demonstrating skills in firefighting, technical rescue, and emergency medicine.
- Conduct field seminars to preplan for major hazards, or other emergencies, and coordinate field command and communication center activities during major fires or other emergencies within the assigned district.
- Prepare reports and maintain records detailing activities at emergency scenes as well as fire prevention activities and public events.
- Document events during investigations of conduct and sub-standard performance.
- Evaluate performance of District personnel and conduct coaching and development sessions with employees to improve performance.
- Keep abreast of developing fire prevention problems and engage in programs to reduce frequency of incidents, and the severity of fires and other emergencies.
- When functioning as an Incident Safety Officer, the District Fire Chief reports to the 'Incident Commander' and operates as member of the Incident Command team during dangerous and hazardous incidents performing the following functions:
 - Conduct health and safety surveys to identify existing or potential hazards and inform command.
 - Recommend changes to incident action plan as a result of on-going surveys.
 - Alter, suspend, or terminate any activity that is an unacceptable safety risk and inform the Incident Commander of any changes to operational activities for safety reasons.
 - Monitor safety hazards and other problems.
 - Interact with public, speaking to individuals and small groups on fire prevention topics, and by providing good customer service.
 - Take command on scene and direct others to perform tasks to safely mitigate the negative effects of emergency events.

- Ensure good customer service throughout the district and treat others with respect.
- Ensure the safety of personnel operating under emergency conditions as well as working in non-emergency duty situations.
- Supervise several crews of firefighters to accomplish incident priorities at the tactical-objective and strategic level at larger incidents. Develops and/or recommends changes to the incident action plan as emergency events unfold.
- Ensure effective emergency medical care to injured and ill people within the district.
- Ensure the use of all personal-protective equipment by personnel under their command; enforce safety policies and procedures to reduce risk of injury.
- Reduce risk by supervising and participating in an effective building-inspections program to correct code violations and other safety concerns.
- Ensure the maintenance of fire stations, apparatus, and tools in ready condition at all times; address and correct all deficiencies immediately.
- Maintain excellent physical condition.
- Encourage professional development and formal education for all district personnel and mentor captains who have an interest in further departmental promotion.
- Perform administrative duties at the district level and produce timely reports and records as required.
- Evaluate performance of assigned personnel and ensure the performance review system is used for continuous improvement.
- Act as Public Information Officer (PIO) at fire scenes.
- Perform other duties as assigned by a supervisor.
- Assume the duties of Duty Deputy once eligible and approved by your supervisor on the appropriate departmental form, as required.

Experience Requirements

- Must be a sworn member of the Minneapolis Fire Department.
- Five (5) years experience as a Fire Captain.

Education Requirements

Successful completion of coursework in:

- Fire Administration Basic.
- Fire Administration Advanced.

Certification Requirements

- Valid driver's license.
- EMT certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS700, and IS800 certification.
- Minnesota State Firefighting License.

Preferred Education, Training, and Experience

Preferred education coursework includes:

- Incident Management.
- Fire Department Administration Basic.
- Fire Department Administration Advanced.
- Statistical Analysis to Fire Protection.
- Critical Thinking.
- Oral Presentation.
- Introduction to Personal Computers.
- Ethics.

Other education, training and experiences preferred include:

- Associates degree or higher in Fire Science, Fire Administration and/or Business Administration.
- BA degree or higher in any field.
- Coursework from the National Fire Academy to include Fire Science Communication and Interpersonal Dynamics.
- Attendance at any State Fire school.
- Hazardous Materials Specialist Coursework.
- Assignment to engine company, ladder company, rescue company, and/or station with water response apparatus.
- Volunteered as a member of a regional response team.
- Volunteered for MFD activities outside of assigned job duties (i.e. honor guard, union, USAR, etc.).
- Experience riding out of grade as a Battalion Chief.
- Held the rank of Fire Motor Operator.
- Certification in Fire Inspector I and/or II.
- IS certifications above those required for the position.
- Service in a paid/on-call department.

Knowledge, Skills and Abilities

Knowledge of:

- Modern fire science, the use of specialized fire equipment, and the Federal, State and Local laws and regulations related to the Fire Department. (5, 10)
- Emergency medical equipment, techniques, terminology, and protocols. (5)
- Fire Department operations manual, policies and operating procedures. (5, 10)
- Modern supervision and leadership techniques. (7, 15, 16, 17)
- The water main system and its limitations. (5, 10)
- Hazardous-materials properties and mitigation strategies. (5, 10)
- Hydraulics, water pumps, and fire-apparatus operation. (5, 10)

Ability to:

- Issue orders. (1, 2)
- Understand and comply with orders and directions. (9)
- Manage an emergency incident with the least risk to personnel. (1, 2, 4, 11, 13,16)
- Observe and document human behavior, and to intervene where necessary to promote good interpersonal relationships and morale among employees. (5, 10, 17)
- Safely and effectively supervise several teams of firefighters. (15, 16, 17)
- Safely operate a fire vehicle under emergency response. (5)
- Work in difficult environmental conditions including toxic and chemical fumes, smoke, heights, extreme heat, darkness, confined spaces, etc. (5)

Promotional Opportunities

Those interested in promotion will also follow the procedure to request to ride out of grade as a Deputy Chief (eligible after five (5) years as Battalion Chief) with their Deputy Chief's approval on the appropriate departmental form.

Those who hold this rank, who wish to promote, are expected to work towards the preferred education, training, and experience listed for the position they wish to promote to.

Fire Academy Coursework includes:

- Command and Control of Natural and Man-made Disasters.
- Command and Control of Multi Alarm Incidents.
- Command and Control of Target Hazards.
- Executive Planning.

MFD Promotional Opportunities

- Arson Investigator.
- Staff Captain.
- Administrative Deputy (appointed by Fire Chief).
- Deputy Chief (appointed by Fire Chief).
- Assistant Chief (appointed by Fire Chief).
- Chief (appointed by the Mayor with Council approval).

Administrative Deputy

This appointed assignment is in direct support of a major division of the Minneapolis Fire Department, such as Personnel or Engineering.

Reports to: Assistant Fire Chief.

Supervises: Staff Captains.

Job Responsibilities

- Manage and oversee a specific administrative program within the Minneapolis Fire Department.
- Manage the work activities and measure the performance of Staff Captain(s).
- Explain and enforce all applicable laws, ordinances, rules, policies and procedures that apply to the division.
- Implement new initiatives.
- Represent MFD on various City wide committees and initiatives.
- Assist in developing short and long range departmental plans.
- Produce fire statistics for Results MPLS, Business Plan and annual report.
- Perform other duties as assigned by a supervisor.

Personnel

- Manage the annual redraw and vacation draw process, and the monthly transfer process.
- Leave Management.
 - Track sick leave as it relates to sick leave policy and gain sharing program.
 - Produce reports for sick leave policy management and enforcement.
- Staffing.
 - Produce monthly staffing reports and ensure attendance reporting accuracy.
 - Monitor staffing trends for balance between shifts.
 - Monitor the health club membership program.

- Work with EMS director administering the department's wellness program.
- Maintain the OSHA 300 and 300A logs.
- Cadet Hiring Planning and Process o Pre-hire testing setup for written, physical and oral tests in conjunction with the HR Generalist.
 - Work with Occupational Med clinic for pre-hire physicals and drug testing.
 - Manage placement of rookies to stations and transfers.
- Track injuries and work with worker's compensation and risk management on injury cost and prevention.

Engineering Officer

- Monitor the maintenance, condition, use, performance and placement of all apparatus and equipment and make recommendations for specifications and replacement.
- Research advances in equipment and apparatus that would increase effectiveness and assist in the development of safety procedures.
- Act as liaison between property services and MFD for station maintenance issues.
- Member of the Accident Review Committee.

Experience Requirements

- Must be a sworn member of the Minneapolis Fire Department.
- Seven (7) years of experience in the Minneapolis Fire Department.
- Five (5) years of experience in the Minneapolis Fire Department at the rank of Fire Captain.

Education Requirements

Successful completion of coursework in:

- Fire Officer I.
- Fire Officer II.

Certification Requirements

- Valid driver's license.
- EMS certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS300, IS400, IS700, and IS800 certification.
- Minnesota State Firefighting License.

Preferred Education, Training, and Experience

- Education in a related field to the specific division's duties is preferred.
- Experience in a related field to the specific division's duties is preferred.
- Experience in a supervisory position in or outside of MFD.
- Preferred education includes coursework in:
 - Apparatus Driver/Operator.
 - Introduction to Fire Protection.
 - Fire Inspector Basic.
 - Company Functions.
 - Building Construction.
 - Introduction to Personal Computers.

Knowledge, Skills and Abilities

Knowledge of:

- The functions and business lines of the Fire Department. (5)
- The Fire Department policies and procedures, incident command structure and the ability to manage and evaluate personnel providing emergency medical care during emergencies. (5, 10)

Ability to:

- Train others and give instruction on a wide range of fire service topics to department personnel. (3, 4, 6, 16)
- Investigate and document incidents as they occur and forward recommendations for resolution of the problem up the chain of command. (2, 8)
- Take on special projects and coordinate the efforts of others in accomplishing an assigned project on time. (1, 13, 16)
- Chair effective meetings and keep team members involved and on task. (3, 4, 6, 7, 16)
- Utilize Microsoft Office Software (Outlook, Word, Excel, Access, PowerPoint). (5)
- Conduct research, analyze data and write reports. (5, 8, 12)
- Organize and prioritize workloads and meet deadlines. (1, 13)

- Formulate and update policy and methodology. (8, 10, 12)
- Observe and document human behavior, and to intervene where necessary to promote good interpersonal relationships and morale among employees. (5, 10, 17)
- Train others and give instructions on a wide range of emergency medical service topics. (3, 4, 6, 13)

Promotional Opportunities

It is preferred that those interested in promotion will enroll in college courses working toward a two-year college degree in Fire Administration, Fire Science or Business Administration.

Those who hold this rank, who wish to promote, are expected to work towards the preferred education, training, and experience listed for the position they wish to promote to.

MFD Promotional Opportunities:

- Fire Motor Operator.
- Arson Investigator.
- Captain.

MFD Promotional Opportunities for Staff Captains who hold the rank of Captain and have five (5) years experience.

- Battalion Chief.
- Deputy Chief (appointed by Fire Chief).
- Assistant Chief (appointed by Fire Chief).
- Chief (appointed by the Mayor with Council approval).

Deputy Fire Chief

This appointed assignment is in direct support of a major division of the Minneapolis Fire Department Suppression, Training, etc.

Reports to: Assistant Fire Chief.

Supervises: Staff Captain(s) and/or Battalion Chief(s).

Job Responsibilities

- Manage and oversee a specific administrative or suppression program within the Minneapolis Fire Department.
- Manage the work activities and measures the performance of Staff.
- Respond to multiple alarm incidents to augment the command Staff.
- Explain and enforce all applicable laws, ordinances, rules, policies and procedures that apply to the division.
- Implement new initiatives.
- Represent MFD on various City wide committees and initiatives.
- Assist in developing short and long range departmental plans.
- Produce fire statistics for Results Minneapolis, Business Plan and annual report.
- Perform other duties as assigned by a supervisor.

Fire Marshal

- Serve as the Fire Chief's designated Authority Having Jurisdiction responsible for the implementation, administration, and enforcement of the Minnesota State Fire Code, City of Minneapolis Code of Ordinances, and supporting NFPA standards and recommended practices.
- Serve as the liaison between the Minneapolis Fire Department and the Fire Inspection Services unit of Regulatory Services.
- Develop educational programs designed to increase the public's awareness of the behavior and threat of fire as well as other forms of community risk reduction.
- Oversee the review and approval of all plans submitted to Fire Inspection Services for:
 - Fire Extinguishing Systems.
 - Fire Alarm Systems.
 - Fire Code and Exiting Requirements.

- Enforce all codes and ordinances as they relate to fire and life safety within the City of Minneapolis.
- Serve as the Fire Department expert on various appeals boards, committees and work groups.
- Represent the Fire Department at various community meetings and activities.
- Develop fire incidence data to measure the effectiveness of the prevention programs and to identify any trends that warrant immediate attention.
- Perform other duties as assigned by a supervisor.

Duty Deputy

- Respond to all alarms as required.
- Direct fire control operations with a minimum of loss.
- Formulate or receive and recommend for approval, proposals for policies on fire and emergency operations and the administration of the fire fighting force.
- Establish and administer procedures pertaining to fire fighting and emergency operations, the management of fire units, and emergency preparedness.
- Manage emergency medical services.
- Initiate planning programs to address evolving fire protection problems.
- Ensure compliance with procedures designed to reduce the risk involved in firefighting.
- Perform other duties as assigned by a supervisor.

Training

- Administer the training programs of the Department.
- Develop programs of training as requested by divisions of Engineering, Fire Prevention, Personnel and Safety.
- Develop instructions to carry out training programs for their effective applications to field operations.
- Research training needs and programs.
- Maintains the training facility.
- Perform other duties as assigned by a supervisor.

Experience Requirements

- Must be a sworn member of the fire department.
- Five (5) years of experience as a Fire Captain or above.

Certification Requirements

- Valid driver's license.
- EMT certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS300, IS400, IS700, and IS800 certification.
- Minnesota State Firefighting License.

Preferred Education, Training, and Experience

- To be eligible for the Duty Deputy position, five (5) years experience as a Battalion Chief is strongly preferred.
- Experience in a related field to the specific division's duties is preferred.
- Two year college degree in Fire Science, Fire Administration, and/or Business Administration is preferred.
- Education in a related field to the specific division's duties is preferred.
- Preferred education includes coursework in:
 - Incident Management.
 - Fire Department Administration Basic.
 - Fire Department Administration Advanced.
 - Hazardous Materials Specialist.
 - Technical Rescue Operations.
 - Statistical Analysis to Fire Protection.
 - Critical Thinking.
 - Oral Presentation.
 - Ethics.

- Preferred Fire Academy coursework includes: Command and Control of Natural and Man-made Disasters.
 - Command and Control of Multi Alarm Incidents.
 - Command and Control of Target Hazards.
 - Executive Planning.

Knowledge, Skills and Abilities

Knowledge of:

- The Minneapolis Fire Department operations manual, fire department communications and orders as well as City and Civil Service rules and regulations. (5, 10)
- Building construction and the fire code. (5, 10)
- Streets and routes throughout the city. (5, 10)
- The water main system. (5,10)
- The Incident Management System. (1, 2, 9, 11, 16)

Ability to:

- Train others and give instruction on a wide range of fire service topics to department personnel. (12)
- Evaluate the job performance of Battalion Chiefs and conduct one on one coaching sessions to improve job performance. (7, 15, 16, 17)
- Organize and prioritize a heavy work load. (1)
- Investigate and document incidents as they occur and forward recommendations for resolution of the problem up the chain of command. (7, 8, 11, 13)
- Take field command at multiple alarm fires and other emergencies.
- Provide for the safety of all personnel working at emergency scenes. (4, 5)
- Take on special projects and coordinate the efforts of others in accomplishing an assigned project on time. (1, 13, 16)
- Observe and document human behavior, and to intervene where necessary to promote good interpersonal relationships and morale among employees. (5, 10, 17)
- Chair effective meetings and keep team members involved and on task. (3, 4, 6, 7, 16)
- Communicate effectively orally and in writing. (8, 13)
- Recognize and manage employee conflict. (11, 15, 17)

Fire Marshal Only

Ability to:

- Formulate and update policies on Fire Prevention. (8, 12)
- Formulate and present statistical data and reports to the Fire Chief and City Council regarding fire prevention, fire suppression and other emergency response activities within the City. (13)

Promotional Opportunities

It is preferred that those interested in promotion will enroll in college courses working toward a four-year college degree in Fire Administration, Fire Science or Business Administration.

It is expected that upon promotion to Deputy Fire Chief, interest will be expressed to participate with administrative activities such as committee membership, special assignments, etc.

Those who hold this rank, who wish to promote, are expected to work towards the preferred education, training, and experience listed for the position they wish to promote to.

MFD Promotional Opportunities

- Assistant Chief (appointed by Fire Chief).
- Chief (appointed by the Mayor with Council approval).

Executive Level

Assistant Fire Chief, Fire Chief

In addition to the Knowledge, Skills, and Abilities listed under each specific position, personnel at the Executive level are expected to demonstrate and develop the Knowledge, Skills and Abilities of the Front Line positions.

In addition to the Departmental Competencies, and the competencies learned at the Front Line and Supervisor/Manager level, personnel at the Executive level are expected to demonstrate and develop the following competencies:

18 - Creativity

Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.

19 - Innovation Management

Is good at bringing the creative ideas of others to market; has good judgment about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the marketplace.

20 - Organizational Agility

Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understand the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.

21 - Political Savvy

Can maneuver through complex political situations effectively and quietly; Is sensitive to how people and organizations function; anticipates where the land mines are and plans his/her approach accordingly; views corporate politics as a necessary part of organizational life and works to adjust to that reality; is a maze-bright person.

22 - Priority Setting

Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

23 - Drive for Results

Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

24 - Strategic Agility

Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

25 - Managing Vision and Purpose

Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; Is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.

Assistant Fire Chief

This appointed position assists the Fire Chief in the day to day operations of the Fire Department and represents the Fire Chief and the Minneapolis Fire Department on City Committees and work groups in addition to acting as liaison between the Fire Department and City Council Committees and the Civil Service Commission.

Reports to: Fire Chief.

Supervises: Deputy Chiefs, Staff Captains.

Job Responsibilities

- Explain and enforce all applicable laws, ordinances, rules, policies and procedures.
- Serve as Incident Commander at multiple alarm fires and other unusual or hazardous conditions.
- Serve on the selection and promotion interview panels and make recommendations on candidates for employment and promotion.
- Serve on the Labor Management Committee and the Labor Contract Negotiations Committee and ensure compliance with the Union Contract.
- Assist with preparation and management of the budget and manage grant applications.
- Serve as a liaison between the elected officials and the Fire Department.
- Answer complaints and inquiries from the public.
- Assist the Fire Chief with the development and updating of the Business Plan, Results Minneapolis, and Budget documents.
- Develop and publish new policies and procedures that affect the entire department.
- Act as a resource to the chief fire officers regarding policy and procedure questions.
- Represent MFD on numerous City Committees and Work Groups.
- Assume command of the fire department as directed by the Fire Chief.
- Conduct staff meetings with all chief officers.
- Perform other duties as assigned by the Fire Chief.

Administration

- Conduct investigations and make recommendations to the Fire Chief regarding disciplinary actions up to and including termination as appropriate.
- Act as Public Information Officer (PIO) for MFD.
- Manage departmental programs and processes such as the sick leave reduction program, the performance review program, the unemployment compensation program, workers compensation, re-draw, vacation draw, IOD, Information Technology, etc.
- Formulate and recommend approval of administrative procedures and policies of the Fire Department.
- Manage the upgrade of software and hardware for the efficient flow of information.
- Act as the liaison with the Emergency Communications Center and manages the preplanned response (nature codes) of equipment and personnel to all calls for emergency service.
- Approve policy regarding information technology as it relates to emergency response.
- Oversee the Fire Prevention and Fire Education Efforts of the fire department.

Operations

- Manage the staffing of the Fire Department to ensure maximum daily staffing of fire apparatus.
- Develop programs and policies to reduce the cost of injuries and reduce risk and formulate policies regarding firefighter safety.
- Manage department equipment, buildings, and apparatus and maintain replacement schedule.
- Manage policies regarding outside agency training of fire department personnel.
- Assist the Assistant Chief of Administration with investigations as required.

Experience Requirements

- Must be a sworn member of the fire department.
- Ten (10) years of experience as a Fire Captain or above.

Certification Requirements

- Valid driver's license.
- EMT certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS300, IS400, IS700, and IS800 certification.
- Minnesota State Firefighting License.

Preferred Education, Training, and Experience

- Experience at the Battalion Chief level with incident command experience at a large scale event(s).
- Bachelor's Degree in Fire Protection, Fire Science, Fire Administration and/or Business Administration.
- Five (5) years of experience as a Battalion Chief is preferred.

Knowledge, Skills and Abilities

Knowledge of:

- State and Federal requirements affecting activities in the department. (5, 10, 25)
- Medical terminology and modern treatment protocols. (5)
- OSHA standards, NFPA standards, and risk management techniques and municipal government operations. (5, 25)
- Business planning and Fire Department accreditation. (19, 24)

Ability to:

- Command and work as a team member in a leadership role and committee environment. (20, 21, 25)
- Train others and work under pressure. (11, 16)
- Observe and document human behavior, and to intervene where necessary to promote good interpersonal relationships and morale among employees. (5, 10, 17)

Promotional Opportunities

It is expected that those interested in promotion will enroll in college courses working toward a four-year college degree in Fire Protection, Fire Science, Fire Administration or Business Administration.

MFD Promotional Opportunities

- Chief (appointed by the Mayor with Council approval).

Fire Chief

This position provides leadership, planning, and direction to the department administration, Fire Prevention Bureau and the Fire Suppression force. Responsible for coordination of City planning and preparation for disaster relief, to provide liaison and coordination with Federal, State, County, and local jurisdictions relative to civil defense activities and to assure implementation of Federal and State Civil Defense Program requirements.

Reports to: Mayor.

Supervises: Assistant Fire Chiefs.

Job Responsibilities

Overall Management

- Provide executive management and leadership for the Minneapolis Fire Department.
- Develop and constantly update the department's Five-Year Business Plan.
- Effectively measure, report on and improve Fire Department performance.
- Ensure department compliance with all Federal, State and Local laws and Ordinances.
- Develop and manage information systems to increase effectiveness and productivity.

Human Resources

- Engage the workforce by developing and implementing employee involvement committees and conduct station visits with fire personnel to improve interpersonal communications.
- Ensure a respectful and productive work environment and foster a good working relationship with employee unions.
- Recruit, hire and promote a professional and diverse workforce.
- Develop, train and effectively evaluate employees to increase personal/departmental performance and develop future leaders.
- Promote and insure employee safety, health and wellness.
- Investigate and discipline employees for misconduct.

Operations

- Acquire needed facilities, equipment and vehicles to provide effective Fire, EMS, HAZ- Mat and Technical Rescue capability and response.
- Develop and implement an effective deployment model for emergency response to all calls for service.
- Provide Incident Command for large scale emergency events, including man-made and natural disasters.

- Plan and insure interoperable communications at large scale emergency events.
- Develop and update the Fire Department Emergency Plan and assist other City departments to develop and exercise their own emergency plans.

Finance

- Oversee and monitor the annual budget ensuring financial compliance and restraint to remain within authorized appropriations.
- Develop and implement long range capital improvement plans.
- Explore and develop new sources of revenue.
- Reduce City and departmental liability exposure using risk management strategies.
- Maintain City ISO rating to positively affect fire insurance premiums.

Community Risk Reduction

- Evaluate and develop programs and policies to reduce community risk.
- Enforce Fire and Building Codes.
- Educate the public on fire causes and promote safe practices.
- Ensure investigation of fires and determine causes.
- Develop policies and programs to protect the environment.

Public Relations

- Function as principal public relations officer for the department.
- Develop relationships at the National, State and Local levels with fire service organizations and participate on fire service boards and committees.
- Promote legislation to reduce firefighter and public risk.
- Promote intergovernmental relationships to share resources effectively.

Experience Requirements

- Ten (10) years of progressive operational experience in a large paid Fire Department.
- A minimum of five (5) years of upper-management and supervisory experience.

Certification Requirements

- Valid driver's license.
- EMT certification.
- Hazardous Materials Technician certification.
- IS100, IS200, IS300, IS400, IS700, and IS800 certification.
- Minnesota State Firefighting License.

Equivalency Statement

An equivalent combination of education, training and experience can be substituted for a degree.

Preferred Education, Training and Experience

Bachelor's Degree in Fire Science, Fire Administration, and/or Business Administration.

Knowledge, Skills and Abilities

Knowledge of:

- State and Federal requirements affecting any activities engaged in by MFD. (5)
- Emergency Preparedness and Incident Command Systems for natural and man-made disasters. (5)

Ability to:

- Develop new standard operating procedures, orders, and operating practices in response to changing conditions. (8, 18, 19, 22, 25)
- Train others and give instruction on a wide range of fire service topics. (5, 10, 16)
- Evaluate job performance of all sworn positions and conduct one on one coaching sessions to improve job performance. (7, 15, 16, 17)

Related Degrees

Public Safety
Fire Administration
Fire Science Technology
Fire Protection Engineering
Public Administration
Emergency Management
Nursing

Degrees in related MFD Divisions*
Information Technology
Human Resources
Business Administration
Education
Nursing

*** This is NOT an all-inclusive list. Other degrees will be considered.**